

Community Recovery Plan

Chapter 1

Introduction

This box will be used to identify the minimum effort that could be undertaken in each of the sections. A thorough plan is best, but don't be overwhelmed and do nothing.

Introduction. The purpose of this Guidebook is to provide step-by-step instruction to allow communities to develop a recovery plan for their community. The plan should address the consequences of any emergency or disaster in which there is a need for recovery. The recovery plan should utilize other plans, standard operating guides (SOG) and your Emergency Operations Plans (EOP). This guide book is designed to walk you through, step by step, on creating the basic shell of a Community Recovery Plan prior to a disaster or the full plan following a disaster.

Overview. Each section identifies what the critical items are to be completed, particularly if time is limited. The sections include:

- Damage Assessments
- Public Assistance (PA)

- Individual Assistance (IA)
- Small Business Administration (SBA)
- Disaster Recovery Centers (DRC)
- Volunteers and Donation Management
- Short-term Recovery
- Long-term Recovery
- Community Recovery Committee

What this template does not include.

This template for creating a community recovery plan does not include details on specific tasks for each type of disaster. This should be an all-hazards recovery plan. This template does help design ideas for managing the recovery process following any disaster. There are a number of good resources (included as links at the end of this section) that are available to help you identify needs while creating your community recovery plan.

Forms, Links and Appendices:

At the end of each section are references to forms and links to available resources. An example is also included in the appendices as well as a list of available resources.

Personnel involved in preparing a plan.

It is recommended that a planning committee be formed of 6-8 individuals that can meet monthly to develop a plan. This would include a commitment of 4-8 hours between meetings to work on individual assignments. The individuals could include:

- City staff
- Elected officials
- County Emergency Manager
- Public Works staff
- Department of Public Health
- Local Volunteers
- School Superintendent

- Voluntary Organizations Active in Disaster (VOAD)
- Chamber of Commerce
- Local Business Owners
- Social Organizations

I always tried to turn every disaster into an opportunity.

-John D. Rockefeller-

The seven month plan:

Below is a typical schedule that could be used to create a community recovery plan. If started in August, a plan could be in place by March.

Month 1:

- Council approval to prepare plan
- Identify team

Month 2:

- First committee meeting
- Establish monthly meeting times
- Assign sections
- Become familiar with reference materials
- Focus on identifying personnel to be involved and creating organizational chart

Month 3:

- Review and confirm organizational chart
- Status reports on other sections

Month 4:

- Reach consensus on recovery information to include in plan
- Brainstorm tasks and missing participants

Month 5:

- Review recovery task worksheets
- Reach consensus on communications plan

Month 6:

- Complete draft plan for council review

Month 7:

- Incorporate comments from council
- Finalize plan
- City council approval
- Committee celebration!

Community Involvement:

Before the plan is adopted by the city council, there should be a public review and comment period. This could include a public hearing or open house with a presentation by city staff.

Good housekeeping practices:

The community recovery plan is only as good as its latest update. Good practices include:

- Maintain a distribution list and use it to ensure all previous versions are replaced when updated
- Commit to updating the plan annually. People and phone numbers change. It should be included as a city council agenda item annually to approve the update
- Maintain working group to focus on planning issues

- Commit to incorporating lessons learned after every incident and update all applicable sections as needed

Remember, formal disaster recovery is a fairly new aspect in emergency management. It starts immediately, during the response phase and can last for many, many years. There is a need to begin quickly but not finish quickly.

Links:

- [Minnesota Disaster Recovery Assistance Framework](#)
- [National Disaster Recovery Framework](#)
- [Deposit A Gift Website](#)
- [Recovers.org Website](#)
- [FEMA Long-term Community Recovery](#)

CHECKLIST

Chapter 1 Introduction

- ☐ Council approval to form committee
- ☐ Identify committee members
- ☐ Draft plan
- ☐ Finalize plan
- ☐ Council approval
- ☐ Strategy for updating plan

Community Recovery Plan

Chapter 2

Damage Assessments

If you only have time to do one thing for this section on Damage Assessments, have three teams created that are knowledgeable about your community and are trained on the process of damage assessments using the Minnesota Homeland Security and Emergency Management (HSEM) standard.

Purpose. The Preliminary Damage Assessment (PDA) is the basis for a Governor's request for a Presidential Disaster Declaration. The PDA determines:

- The extent of damage to private residences, businesses and public infrastructure
- The extent to which the immediate emergency needs of impacted individuals, families and the public agencies are being met; and
- The needs for additional resources and state assistance.
- Scope of recovery efforts

Initial Damage Assessment. Before any determination is made as to whether any Federal financial assistance will be requested, a series of damage assessments

must occur. The first step in this process is the local, initial damage assessment. This task should be performed by local emergency management teams. If damage is enough that the local community will be unable to recover without the assistance of state or federal programs, the community will request a preliminary damage assessment be conducted by Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA).

Maps. Maps should be printed and available to provide to the state and federal personnel that have come into town to participate in the PDA process. Maps are also an essential source to organize recovery efforts.

Impacts. One of the key pieces of the damage assessment process is determining and explaining impacts to the community. Examples would include disruptions of critical services, elderly care evacuations, business closures due to the incident, long-term housing needs, etc.

Preliminary Damage Assessment. The preliminary damage assessment process includes representatives from HSEM, FEMA, Small Business Administration (SBA) and local representatives. This process will often include a media presence as well. The community should be prepared to guide the teams from the state and federal agencies to fully show the extent of the damage. This process will be conducted differently for Public Assistance (PA) and Individual Assistance (IA).

For Public Assistance, an individual from each public, not-for-profit, agency should be present to report their damages, in estimated dollars, to the FEMA and HSEM teams. These dollar amount totals will be added together and reported to FEMA Region V in the request for Federal Assistance.

For Individual Assistance, employees of FEMA, HSEM, SBA and the local community will collect damage assessment information by walking through the damaged areas (if accessible). They will count the number of homes, focusing on those with uninsured losses, that have been damaged and they will determine the severity of the damage. Severity to private residences is categorized into the following criteria:

- Destroyed
- Major
- Minor
- Affected

Following the collection of this data, HSEM is responsible for submitting a declaration request to FEMA. This request will ask for a Presidential Declaration of Disaster and will specifically request assistance through the Public Assistance and Individual Assistance programs. FEMA passes this request on to the President at which time he may approve or deny the request.

Links.

- [Damage and Impact Assessment Form – Local](#)
- [Damage and Impact Assessment Form - County](#)
- [Preliminary Damage Assessment Field Guide](#)

Attachments.

- [PDA Street Sheet](#)
- [FEMA Categories and Examples of Common Eligible Work](#)

CHECKLIST

Chapter 2 Damage Assessments

- ☐ Create 3 to 4 damage assessment teams
- ☐ Attend damage assessment training

Community Recovery Plan

Chapter 3

Public Assistance

If you only have time to do one thing for this section on Public Assistance, create and maintain a list of the public infrastructure, including critical and historical property, and the eligible private, non-profit organizations that may require assistance following a natural or man-made disaster.

Purpose. The Public Assistance (PA) program helps local governments recover from a declared disaster.

PA may provide supplemental grants to eligible applicants for emergency work, such as debris removal and emergency protective measures, and permanent work, such as the repair, reconstruction or replacement of public facilities and infrastructure.

It is good practice to identify and establish contact information for the individuals tasked with determining damage to the publicly owned facilities and those non-profit agencies that may be involved should a disaster be declared. Staying in close contact with these individuals following an event will help keep things moving in a timely manner.

National Historic Preservation Act. Historical properties require additional compliance before any repair or replacement is initiated. These properties are considered significant at the national, state, or local level in American history, architecture, archeology, engineering or culture.

Eligible Applicants. Local governments, state agencies, Native American tribes and tribal organizations, and certain eligible private, non-profit organizations are eligible. Eligible facilities or infrastructure must be:

- Located within the declared disaster area
- Damaged as a result of the declared event
- The legal responsibility of an eligible applicant
- In active use at the time of the disaster

Implementation.

Eligibility for the PA program is based upon the total dollar amount of damage within the county. If the federal threshold is met, FEMA will provide funding to the local government unit. The state threshold, which is half that of the federal threshold, involves funding directly from the state and does not involve FEMA.

The federal and state PA programs are implemented through the following steps:

1. An applicant briefing is held a few days after the declaration.
2. Potential applicants submit the "Request for Public Assistance" within 30 days of the declaration date for the impacted area.
3. PA Coordinator is assigned to each participant within one week from the time of the request.
4. The PA Coordinator holds a "kickoff" meeting with the applicants.
5. Each applicant's specific needs are identified and cost estimates developed

through the project worksheet (PW) process.

Reimbursement. Reimbursement requires 6 essential steps. They are:

1. Local government (applicant) incurs storm related costs.
2. Applicant files a Request for Public Assistance (RPA) through HSEM.
3. FEMA and/or HSEM process RPA with applicant to write project worksheets.
4. Project worksheets are reviewed and eligible costs are approved.
5. If the federal threshold is met, FEMA obligates the money to HSEM as the grants manager. If only the state threshold is met, HSEM distributes the money directly.
6. HSEM distributes funds to sub-grantee (applicant) as they incur and request reimbursement for actual costs.

Additional Applicant Responsibilities. To ensure timely reimbursement, the following must occur:

1. A timely submission of the RPA on which a knowledgeable representative is identified.
2. Identify all damages within 60 days of the Kickoff meeting.
3. Provide all necessary documentation to substantiate costs and damages.
4. Provide copies of insurance policies and other insurance documentation of loss calculation and settlement (detailed statement of loss).
5. Maintain complete and accurate documentation of all disaster related costs, by each individual project.

Categories of Work. Public Assistance funds may be available for work performed in the following categories:

Emergency Work

- A. Debris Removal
- B. Emergency Protective Measures

Permanent Work

- C. Road System and Bridges
- D. Water Control Facilities
- E. Buildings, Contents and Equipment
- F. Utilities
- G. Parks, Recreational and Other Facilities

Links.

- [FEMA Per Capita Damage Indicators for Minnesota Counties FY 2014-2015](#)
- [Local Government Public Assistance Damage Summary](#)
- [FEMA Public Assistance Category B Examples](#)
- [FEMA Public Assistance Category A-G Examples](#)
- [National Historic Preservation Act](#)
- [State of Minnesota Historic Preservation Office](#)

CHECKLIST

Chapter 3 Public Assistance

- ☐ Create contact list for public infrastructure and private-nonprofit agencies that are eligible for Public Assistance in your community
- ☐ Create list of historical properties in the community

Community Recovery Plan

Chapter 4

Individual Assistance

If you only have time to do one thing for this section on Individual Assistance, maintain a list of rental units within your community and work with the property records department to determine residential status and insurance status on the homes in your community.

Purpose. Individual Assistance (IA) is a group of financial grants that are used to assist homeowners and renters following a Presidentially declared disaster. The IA programs include:

- Housing Assistance (HA)
- Other Needs Assistance (ONA)
- Disaster Unemployment Benefits (DUA)
- Food Commodities
- Relocation Assistance
- Disaster Legal Services
- Crisis Counseling (CC) Assistance and Training

Sequence of Assistance Delivery. Individuals that have suffered losses from an incident must go through a process of steps to seek assistance from the state and federal government. These steps are put in place to ensure that individuals

are participating in their own recovery. The steps are as follows:

1. Voluntary agencies – Services are offered by various voluntary agencies, some of which are active in the Minnesota Voluntary Organizations Active in Disaster (MNVOAD). They can assist in everything from moving debris to chainsaw operation.
2. Insurance – If individuals have insurance, either renters, homeowners, or flood insurance, they must use this resource as an option first, before pursuing other options for monetary assistance.
3. FEMA Housing Assistance – Temporary housing assistance can become available if necessary. This piece of individual assistance involves permanent or semi-permanent construction as well.
4. FEMA Other Needs Assistance (ONA) – Qualifying medical, dental, funeral and personal items in which costs were incurred due to the incident can be replaced through FEMA. The total amount of assistance between Housing Assistance and ONA cannot exceed \$32,900 in Fiscal Year 2015.
5. Small Business Administration (SBA) Loan – The SBA loan is available for homeowners and renters that were unable to qualify for FEMA assistance listed above. Although this option seems unappealing, the loans are low interest rate and can often be consolidated with other loans.
6. Voluntary Organizations – Once again, the voluntary organizations are asked to assist with the needs that were not addressed by FEMA or SBA.

7. Long-term Recovery Committees – Clients whose needs have not been addressed by any of the previous steps can have their unmet needs examined by a local or regional Long-term Recovery committee that may be able to address the situation.

State Programs. There are many programs that can be offered by the state of Minnesota as well. These include:

- QuickStart - The Quick Start Disaster Recovery Program provides assistance as a last resort when private insurance and federal assistance are not adequate to return a damaged home to its pre-disaster condition. The program is activated in the event of a federally declared natural disaster and provides a no-interest loan for home repair that is forgiven if the owner remains in the home for 10 years. Funding for repairs to rental housing properties is also available under similar terms and conditions.
- Disaster Unemployment Assistance (DUA) – When deemed appropriate, DUA may be implemented by the Minnesota Department of Employment and Economic Development (DEED). This program provides unemployment insurance coverage to certain individuals (the self-employed, for example) who would not normally be eligible for unemployment compensation benefits.
- Supplemental Nutrition Assistance Program (SNAP) – Under extraordinary circumstances, the Minnesota Department of Human Services may implement SNAP. Eligibility for benefits

under this program is based on household income and disaster-related losses. Applications for SNAP are taken at Disaster Recovery Centers or through county Human Service offices.

- Insurance Assistance – During times of disaster, the Minnesota Department of Commerce will be a problem-solving entity on behalf of victims and insurers, taking proactive steps to identify barriers and problems to providing disaster services; to provide expeditious claims payments, and to implement immediate actions/solutions.
- Assistance for Seniors – In the recovery process, the Minnesota Department of Human Services, the Minnesota Department of Health and other state agencies will provide individuals to assist in signing up qualifying individuals. Additionally, the Minnesota Department of Human Services may also activate a nutrition program which can provide staple meals and water when necessary along with other services to qualifying individuals.
- Crisis Counseling – During the recovery process, the Minnesota Department of Human Services will coordinate crisis counseling with state resources and/or grants management from federal or other funding.
- Case Management – To assist in developing and carrying out a Disaster Recovery Plan, a partnership can be created between a case manager and the disaster survivor. This program is a partnership between the affected State, the disaster survivor and may include FEMA. The program covers anyone that was affected by the disaster and can be

administered through state grant funding, interagency agreements or case management teams.

- Tax Programs – Both the Minnesota Department of Revenue and potentially, the Internal Revenue Service (IRS) could make programs available following a disaster event. The Department of Revenue may offer property tax abatement options and the IRS may offer tax deductions if the disaster is federally declared.

Links.

- [Disaster Unemployment Assistance](#)
- [Minnesota Voluntary Organizations Active in Disaster](#)
- [FEMA Disaster Assistance](#)
- [Minnesota Quick Start Program Manual](#)

Attachments.

- [Sequence of FEMA Disaster Assistance](#)

CHECKLIST

Chapter 4 Individual Assistance

- ☐ Work with county to determine home insurance use and flood insurance coverage in the community.
- ☐ Contact MNVOAD regarding the process they will play in the individual assistance function.

Community Recovery Plan

Chapter 5

Small Business Administration (SBA)

If you only have time to do one thing for this section on Small Business Administration assistance, learn the rules of the SBA process so that you know what additional tools may be available for homes and businesses in your community.

Purpose. Even when the disaster does not qualify for Individual Assistance from FEMA, additional programs exist that may assist both individuals and businesses in your community. The Small Business Administration may be able to provide low-interest loans to those that have been denied assistance from FEMA.

Programs. There are a few different services that the SBA program can assist with. They are:

- Home Disaster Loans
 - Homeowners – damage to structure and personal property
 - Renters – personal property
- Business Physical Disaster Loans
 - Damages
 - Contents
- Economic Injury Disaster Loans
 - Working capital

Declaration Process. SBA is automatically declared anytime FEMA Individual Assistance is

declared. It may also be an independent declaration under the following conditions:

- Generally requires 25 homes, apartments or businesses with 40% or greater uninsured losses (in 1 county), or
- At least 3 businesses with 40% or greater uninsured losses and a 25% or greater loss of employment for 90 days or more
- Assessment criteria is based upon home value prior to the disaster or business performance during previous calendar year for the same period.

When a declaration for SBA has been made, each of the contiguous counties will also be eligible to participate in the program. This rule applies to border counties as well, meaning those that border North Dakota, South Dakota, Iowa or Wisconsin will be eligible should a county in the neighboring state receives a declaration.

Links.

- [Small Business Administration](#)

Attachments.

- [SBA Declarations At-a-Glance](#)

CHECKLIST

Chapter 5 Small Business Administration

- ☐ Maintain list of all businesses in the community
- ☐ Be prepared to determine damage on businesses and community residents

Community Recovery Plan

Chapter 6

Disaster Recovery Centers (DRC)

If you only have time to do one thing for this section on Disaster Recovery Centers, meet with the community leaders in your area that could offer services to those in need following a disaster and determine if they are willing to assist and be present in directing disaster survivors to assistance.

Purpose. A Disaster Recovery Center is a readily accessible facility or mobile office where applicants may go for information about FEMA, state, and other disaster assistance programs, and to learn where to begin the recovery process. This is a one-stop shop for survivors and should be run in conjunction with multiple agencies. Some of the services provided may include:

- Guidance regarding disaster recovery
- Clarification of any written correspondence received
- Housing assistance and rental resource information
- Status of applications being processed by FEMA
- SBA program information if there is a SBA Representative

Resources Available. The DRC should include as many agencies as possible to create a one-stop shop for disaster survivors. The following agencies are options for inclusion in the DRC:

- HSEM
- Minnesota Department of Health
- Voluntary Organizations Active in Disaster (VOAD)
- Red Cross
- Salvation Army
- Minnesota Housing and Finance Agency (MHFA)
- FEMA
- Small Business Administration (SBA)
- Minnesota Department of Commerce
- Minnesota Department of Employment and Economic Development (DEED)
- Internal Revenue Service (IRS)
- Local Human Services
- Local Department of Health

Location. The location of the DRC should be somewhere that is large enough to hold all of the participating agencies as well as survivors seeking assistance. Confidentiality should be of utmost importance. If possible, find a location with available facilities for presentations and group discussions. Some locations that may be suitable include:

- High school gymnasium
- Convention center
- Vacant office building
- Libraries

Public Awareness. Due diligence will be necessary in relaying the location and open hours for the public. This may require door-to-door visits if media is unavailable.

Responsibility. A DRC may be opened when it is warranted through discussions with the county, voluntary organizations and HSEM. The center does not require approval from FEMA to be opened. It is recommended that communities work with the voluntary organizations and

HSEM to make a mutual decision regarding opening a DRC.

Links.

- [Disaster Recovery Center Video](#)
- [DRC Locator](#)

CHECKLIST

Chapter 6 Disaster Recovery Centers

- ☐ Determine locations that may be available to house a disaster recovery center
- ☐ Prepare media plan to let people know that services are available

Community Recovery Plan

Chapter 7

Volunteer & Donations Management

If you only have time to do one thing for this section on Volunteer & Donations Management, consult your existing plan and be sure it meshes with this recovery plan.

Purpose. Volunteers and donations will most likely show up from within the local community as well as from the national audience. Your local Volunteer and Donations Management plan should have policies in place to address these issues.

Volunteers. This group can consist of local individuals or groups as well as groups from national organizations. Be sure to take caution when allowing the groups into your community. Many groups are associated with the National Voluntary Organizations Active in Disaster (NVOAD) and can be researched through your state VOAD liason.

These volunteers can be used to complete such short-term recovery items as personal debris removal, donations management, cleaning and repair of homes and such long-term recovery options as case management, rebuilding and participation in long-term recovery committees.

Donations. Large magnitude events may involve the receiving of unexpected or unnecessary donations. Be prepared to deal with these

circumstances by having a donations management plan in place.

Links.

- [National Voluntary Organizations Active in Disaster](#)
- [Minnesota Voluntary Organizations Active in Disaster](#)

“You make a living by what you get. You make a life by what you give.”

-Winston Churchill-

CHECKLIST

Chapter 7 Volunteer & Donations Management

- ☐ Complete your volunteer and donations management plan
- ☐ Determine which voluntary agencies may be useful in completing your projects that are the result of the disaster

Community Recovery Plan

Chapter 8

Short-Term Recovery

If you only have time to do one thing for this section on Short-Term Recovery, have a media release prepared to address the donation and volunteer needs that may arise.

Purpose. In the immediate aftermath of a disaster, quick fixes are put into place to begin taking care of recovery immediately. This is the time when:

- Many emergency and relief programs begin their work
- Restoration of infrastructure and vital life support systems happen

State of Emergency. When state agency involvement is considerable, HSEM will recommend that the Governor declare a state of Emergency. In effect, this puts the force of law behind State agency involvement, directs the agencies to provide the required resources and make response and recovery activities their top priority.

Donations/Volunteer Management. Depending on the severity and media coverage of the disaster, be prepared to immediately address the management of donations and volunteers. This can be approached through use of the existing donation and volunteer plan as well as your public information plan.

Other Activities. Other activities that may be included in short-term recovery include:

- Initial damage assessments
- Resolving life safety issues
- Search and rescue operations
- Restoring critical infrastructure
- Ensuring health and welfare
- Start a disaster needs registry
- Identify debris staging areas

Disaster Case Management. Disaster case management is a partnership between the provider and the client who together develop a comprehensive disaster recovery plan. Through this partnership, disaster case managers assist clients in connecting with the resources necessary to accomplish their recovery plan.

Begin to establish a procedure for directing the case management process going forward. Several pieces of information from those affected are collected during this phase. If information is shared amongst the agencies present, to best serve those affected by the disaster, the services needed by the community can be more quickly identified.

City and county level agencies should be associated with this process, along with the state and national level Voluntary Organizations Active in Disaster (VOAD). Be sure to determine which agencies will be present for the long haul and which will be out shortly after the recovery process begins.

Documentation. All state and federal assistance require proper documentation regarding work taking place during this phase and following phases. Be sure to have a process in place for tracking all expenses.

To simplify the registration process and speed up the recovery process, additional documentation which should be created prior to the disaster. This should include flowcharts and application forms that focus on what agencies will provide disaster case management and what information a long-term recovery committee may need.

Links.

- [Minnesota Disaster Recovery Assistance Framework](#)

<p style="text-align: center;">CHECKLIST</p> <p><u>Chapter 8 Short-Term Recovery</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Work with your Public Information team to develop a media release to control the donation and volunteer responses.<input type="checkbox"/> Determine disaster case management plans that will be implemented.<input type="checkbox"/> Ensure documentation process is in place for tracking expenses incurred during this phase.
--

Community Recovery Plan

Chapter 9

Long-Term Recovery

If you only have time to do one thing for this section on Long-Term Recovery, create a group that will be responsible for igniting the long-term recovery committee following a disaster.

Purpose. Following the immediate response needs during a disaster, plans need to be in motion to create short and long term recovery. The goal of recovery is to bring the community to a new normal after it has been devastated by a disaster.

Communities should work toward developing committees in advance of the incident to be quickly able to come together once something happens.

Keys to Success. What it takes to be successful in your recovery planning is to:

- Act quickly
- Actively plan
- Engage the community
- Develop partnerships, networks and effective coordination strategies
- Make decisions and manage recovery locally
- Mitigate
- Prepare for recovery

Long-term Recovery. Following the short-term recovery, the transition to long-term recovery

comes in to play. The aspects of long-term recovery include:

- The transitioning between the presence of national organizations and the local community
- Implementation begins for disaster case management and recovery initiatives administered by the local community
- Construction activities to include repairing, rebuilding and/or relocation of homes
- Resumption of the routines of daily life
- Emotional and spiritual care for those affected by the disaster. This can include both those affected directly as well as those that have responded to the community needs
- Mitigation plans that address the needs of the community going forward
- Utilization of the donations that were collected during the immediate recovery phase

Long-term Recovery Committee. Recovery from disaster starts the moment after the disaster occurs. Communities affected normally initiate a long-term recovery committee to address those unmet needs of the residents of the community and help in planning for the future. This committee should also determine who will be in charge of the financial aspect of the group. Normally, this will be an organization with 501c(3) status.

Committee members could include any of the following:

- Local Emergency Manager
- Local Public Health
- Case Workers
- Voluntary Agency Representatives
- Community Organizations
- Local Religious Organizations
- Private Sector
- Local Elected Officials
- Citizens
- State Emergency Management

- Financial Representatives

Additional Resources. If the magnitude of the incident is greater than the local community can handle, and also beyond the state means, FEMA can be requested to help lead the creation of the long-term recovery committee.

Responsibilities. Partners in long-term recovery will have additional roles that should be addressed and determined prior to the event. This includes:

- Minnesota State Departments
 - Participate in State Disaster Recovery Centers
 - Deploy the Minnesota Behavioral Health Medical Reserve Corps, upon request of local authorities
 - Coordinate in application for and management of FEMA Crisis Counseling Program (CCP) and FEMA Disaster Case Management (DCM) program grants
- Minnesota VOAD
 - Coordinates with the National VOAD as a member.
 - May provide an umbrella as a 501(c)3 entity for fund raising activities and distribution of funds
- Local Private and Public Sector Partners
 - Helps assure participation and inclusion of all members of the impacted community
 - Helps assure that the recovery process addresses the full range of behavioral health needs of the community
 - Assists in retaining and providing jobs and stable tax base

Organization of Committee. Positions should be elected for the committee, including the following:

- President
- Treasurer
- Secretary
- Case Managers

- Volunteer Coordinator
- Donation Management
- Construction Coordinator

There will be additional sub-committees that will be required as well. These may include:

- Fundraising
- Resource Directory
- Donations Management
- Volunteer Management
- Policy/Advocacy
- Construction Management
- Case Management
- Spiritual/Emotional Support
- Public Relations

“Recovery is not only about the restoration of structures, systems and services – although they are critical. A successful recovery is also about individuals and families being able to rebound from their losses, and sustain their physical, social, economic” and spiritual “well-being.”

-National Disaster Recovery Framework-

Links.

- [Long-term Recovery Best Practices – Wadena, MN](#)
- [National Disaster Recovery Framework](#)
- [Minnesota Long-term Recovery Manual](#)
- [Disaster Case Management Guidance](#)
- [University of Minnesota Disaster Recovery Tools](#)
- [FEMA Long-term Community Recovery](#)

Attachments.

- [Sample Organizational Chart for Long-Term Recovery Committee](#)
- [Job Description Examples](#)

CHECKLIST

Chapter 9 Long-term Recovery

- ☐ Create group prior to event to establish relationships and tasks that may be necessary following the disaster
- ☐ Reach out to other community members to inform them about what be involved following a disaster
- ☐ Convene meeting with potential long-term recovery committee members
- ☐ Work with state agencies, Minnesota VOAD and local businesses to determine actions that would occur after the short-term recovery